



COLUMBIA POLICE DEPARTMENT

“Policing Excellence through Community Partnerships”

Directive Type: General Order	Effective Date: 09-12-2016	General Order Number: 04.01
Subject: <i>Recruitment and Selection</i>		
Amends/Supersedes: Section 04, Chapter 01, Recruitment and Selection 2008	Chief of Police: <i>W.A. Hinkle</i>	
Distribution: All Personnel	Review Date: July 1	# of Pages: 6

The Columbia Police Department shall actively recruit individuals who possess the skills, knowledge, and abilities necessary for a career as a law enforcement professional for actual and forecasted vacancies. The Department’s recruiting goal is to maintain the ethnic and gender composition of sworn officers in approximate proportion to that of the service community.

2.0 RESPONSIBILITIES

The Columbia Police Department Human Resources Unit is responsible for the development, coordination, and implementation of the Department’s recruiting activities and selection process. Recruiting activities shall be in conjunction with those of the City of Columbia Human Resources Department and shall not conflict with the City’s Equal Employment Opportunity/Affirmative Action Plan.

The Police Department encourages all employees to participate in recruitment activities, by urging qualified persons with whom they come in contact with, to apply for available positions.

The Police Department Human Resources Unit will periodically evaluate the selection process to determine its effectiveness in selecting the best-qualified candidates in a fair and equitable manner.

3.0 RECRUITING ACTIVITIES

The City of Columbia is an Equal Opportunity Employer. Police Department personnel involved in or assigned to recruitment activities shall receive training from the City’s Human Resources Department regarding personnel matters, including Equal Employment Opportunity/Affirmative Action Plan on Police Department operations.

Recruitment personnel will attend job fairs, career day activities, colleges/universities, and other programs that may provide opportunities to actively recruit qualified applicants. Whenever possible, culturally diverse and/or multilingual employees shall be utilized in recruitment activities.

4.0 JOB VACANCY ANNOUNCEMENTS AND RECRUITMENT NOTICES

Job vacancies will remain open until filled or until closed by the City/Police Department. All job vacancy announcements and recruitment notices shall identify the City of Columbia as an “Equal Opportunity Employer” and will

include the following information:

- Job Title
- Pay Range
- Nature of Work (description of duties and responsibilities)
- Qualifications (age, certifications, etc)
- Requirements (skills, education, etc)
- Special Notes, if applicable (position/department specific application instructions)

5.0 APPLICATION PACKETS

City of Columbia Police Department Application Packets can be downloaded from the City's website, the Police Department's website, and/or requested from the City of Columbia Human Resources Department.

Application Packets include a General Information form that provides the following information:

- City of Columbia Human Resources Department contact information
- Police Department Human Resources Unit contact information
- List of required employment forms
- Estimated duration of the application process
- Required documentation/certifications to be submitted with the application
- All elements of Selection Process
- Reapplication policy

ALL Applications for Employment will be submitted to the City of Columbia Human Resources Department.

6.0 CITY OF COLUMBIA HUMAN RESOURCES DEPARTMENT

The City of Columbia Human Resources Department serves as the centralized personnel function for all City departments and divisions. Upon notification of new or vacant positions by the Chief of Police or his designee, job vacancy announcements shall be distributed electronically to all City departments, local community service organizations, posted on the City of Columbia website, broadcast on local cable television channels, and printed job vacancy announcements are available for review at the Human Resources.

The Columbia Job Line (803-545-3001) provides employment related information 7 days a week – 24 hours a day.

The City Human Resources Office is responsible for:

- Posting/advertising job vacancy announcements and recruitment notices
- Generating and distributing application packets
- Receiving application packets
- Performing initial application screening and determine if the applicant meets the minimum qualifications for the selected position *
- Providing applicants with written notification acknowledging receipt of their application packet that indicates if they are qualified for the position for which they applied.
- Forwarding the packets of qualified applicants to the Police Department Human Resources Unit.

* Incomplete application packets will not be rejected. Applicants will be given an opportunity to correct minor omissions or deficiencies prior to forwarding the applications packet to the appropriate City department and/or division.

7.0 APPLICANT NOTIFICATION

Within five (5) working days of receiving an application packet from the City of Columbia Human Resources

Department, the Police Department Human Resources Unit shall send each applicant a letter acknowledging the receipt of their application.

The Police Department’s Human Resources Unit shall remain in telephone/e-mail contact with applicants to ensure the selection process is completed in a timely and efficient manner.

Applicants failing to successfully complete any element of the selection process and/or not selected for positions shall receive a rejection letter within thirty (30) days of the decision.

8.0 LATERAL ENTRY

With the approval of the City Manager, the Chief of Police may utilize lateral entry to fill positions requiring highly specialized/technical skills. Lateral Entry applicants must successfully complete all elements of the Police Department’s selection process.

9.0 SELECTION PROCESS

The Police Department’s selection process shall only evaluate traits, characteristics, and qualifications as identified by the City of Columbia job description and/or job task analysis. Elements of the selection process for Police Officer Candidate and Police Officer positions are based on requirements for law enforcement certification by the South Carolina Criminal Justice Academy as established by SC Code § 23-23-60.

Each element of the selection process for a specific position shall be administered, scored, evaluated, and interpreted in a uniform manner and shall be identical for all applicants for a given position.

Position Classification / Testing/Requirement	Police Officer Candidate Positions	Police Officer Positions	Civilian Positions
Qualification Review	X	X	X
Driver’s License Check	X	X	X
Criminal History Check	X	X	X
Job-Related Physical Agility Test	X	X	n/a
Nelson-Denny Reading Test* *Applicants having a bachelor degree are exempt from testing.	X	n/a	n/a
Personal History Statement	X	X	X
Pre-Employment Applicant Questionnaire	X	X	X
Specific Skill Testing (if applicable)	n/a	n/a	X
Background Interview/Investigation	X	X	X
Conditional Offer Interview	X	X	X
Drug/Alcohol Screen	X	X	X
City of Columbia Health Screen	X	X	X
Medical Examination	X	X	n/a
Emotional Stability/Psychological Examination	X	X	n/a
Polygraph Examination	X	X	X
Final Offer of Employment	X	X	X

10.0 ELEMENTS OF THE SELECTION PROCESS

Qualification Review - All application packets are reviewed by the Police Department Human Resources Unit.

Driving History Audit - 10 years Driving History is reviewed for all applicants.

Criminal History Check - NCIC Criminal History is reviewed for all applicants.

Job-Related Physical Agility Test (PAT) - Police Officer Candidate and Police Officer applicants must complete the South Carolina Criminal Justice Academy's physical agility/obstacle course requirements in two (2) minutes and six (6) seconds or less. *The Police Department Training Division will facilitate pre-employment PAT testing.*

Nelson-Denny Reading Test - Police Officer Candidate applicants* without a college degree that successfully complete the Physical Agility Test will be administered the Nelson-Denny Reading Test. Applicants must achieve The South Carolina Criminal Justice Academy's minimum score for further consideration. **Applicants with a Bachelor's degree are exempt from this test.*

Personal History Statement - All applicants will complete a Personal History Statement that contains additional information necessary for the Background Investigation.

Pre-Employment Applicant Questionnaire* - All applicants will complete a Pre-Employment Applicant Questionnaire. **Polygraph Examination topics will be based on the information provided by the Pre-Employment Applicant Questionnaire.*

Specific Skill Testing - Civilian positions may require testing to demonstrate the specific skills necessary to perform the job. *Examples: typing speed, data entry speed, etc.*

Background Investigation - An experienced Investigator will interview, photograph, and fingerprint all applicants. Fingerprint Cards will be submitted to the State Law Enforcement Division (SLED) and the Federal Bureau of Investigations (FBI) for processing. A written summary of the investigation and findings shall be provided to the Police Department's Human Resources Unit.

Background Investigations will include:

- Review of Personal History Statement
- Review of Applicant Questionnaire
- Criminal History Check
- Audit of Driving History
- Credit Check
- Verification of Employment Data
- Verification of Scholastic Data
- Verification of Qualifying Credentials
- Review of Family Data
- Review of Biographical Data
- Interviews with a least three (3) Personal References

Conditional Offer Interview - All applicants will be interviewed by the Chief of Police, Command Staff, and/or a Unit/Section Supervisor. Based on the interview and the recommendation by the Human Resources Unit, the applicant may be given a Conditional Offer of Employment. Those applicants accepting the Conditional Offer of Employment will be scheduled to complete the remaining elements of Phase 2.

Drug/Alcohol Screen* - All applicants must pass a urine drug and alcohol screen. **Performed at no cost to the applicant.*

City of Columbia Health Screen* - The City of Columbia's Occupational Health Nurse will perform health screens on all applicants. **Performed at no cost to the applicant.*

Medical Examination* - Police Officer Candidate and Police Officer applicants will be required to undergo a complete physical. **Performed at no cost to the applicant.*

Emotional Stability/Psychological Examination* - Police Officer Candidate and Police Officer applicants will be required to undergo an Emotional Stability/Psychological Examination. **Performed at no cost to the applicant.*

Polygraph Examination - All applicants will be required to undergo a polygraph examination. Topics for the polygraph examination will be drawn from the Pre-Employment Applicant Questionnaire completed by the applicant preceding the Background Investigation.

Final Offer Of Employment - Upon successfully completing the elements of the Selection Process, the Police Department Human Resources Unit will review all the applicant's selection process materials and provide the Chief of Police with a recommendation regarding hiring the applicant. The Chief of Police must authorize all Final Offers of Employment.

11.0 PROBATIONARY STATUS

All applicants selected for hire shall be subject to the successful completion of a six month probationary period during which the new employees performance and conduct will be observed. Written Performance Appraisals are made at three and six months during this period. The six month probationary period Performance Appraisal will indicate whether or not retention the employee is recommended.

The Chief of Police may terminate an employee without prior notice at any time during the probationary period.

11.1 Extending the Probationary Period

Upon request of the Chief of Police, the City of Columbia Human Resources Department Director may authorize extending the probationary period of any employee for a period of time not to exceed three (3) months. An additional extension of the probationary period may granted with prior approval of the City Manager.

11.2 Grievance During Probationary Status

Probationary employees will be afforded an opportunity to challenge probationary period Performance Appraisals, but may not process any grievance beyond the Chief of Police.

12.0 REGULAR EMPLOYEE STATUS

Employees who successfully complete their initial introductory period are eligible for regular employee status.

13.0 DISQUALIFICATION FROM THE SELECTION PROCESS

Applicants may be disqualified from the selection process for any of the following causes:

- Any admission during the Polygraph examination that is a violation of law and/or City/Police Department directives.
- Physical or psychological deficiency which cannot be overcome.
- Background Investigation which reflects poor character.
- Drug screen which indicates the presence of alcohol or illegal drugs.*
- Unfavorable credit history.*
- Criminal History

- Convicted of any felony.
- Convicted of any criminal offense that carries a sentence of one year or more.
- Convicted of any offense involving moral turpitude.

- Driving History (*applies to Police Officer Candidate and Police Officer Applicants Only*)
 - Suspension of driver's license (or suspension period) during the previous five years* for as a result of:
 - Driving Under the Influence (DUI) of alcohol or dangerous drugs
 - Driving While Impaired (DWI) or the equivalent
 - Reckless homicide
 - Involuntary manslaughter
 - Leaving the Scene of an accident

* Persons disqualified because of a temporary condition may reapply when those conditions no longer constitute a disqualifying factor.

14.0 RETENTION OF SELECTION PROCESS MATERIALS

The Human Resources Unit shall securely store all application packets and selection process materials (including background investigations, medical examinations, emotional stability/psychological exams) to prevent the disclosure of confidential information. Application packets and selection materials of applicants selected for hire shall be retained for the duration of employment, plus 5 years, then destroy. Application packets and selection materials of applicants not selected for hire shall be retained for 2 years after rejection of application, then destroy.

All files must comply with federal, state, and local requirements for the privacy, security, and freedom of information of all applicant records and data.